



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

*Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**March 26, 2009 – 10:00 a.m.
State Archives Conference Room, Olympia, WA**

MEETING MINUTES

Members Present: Mark Rapozo (Chair) - State Auditor's Office, Cindy Evans - Attorney General's Office, Jerry Handfield - State Archivist.

Staff Present: Russell Wood - State Records Manager; Kerry Barbour, Digital Archivist; Mike Saunders - Puget Sound Regional Archivist; Julie Woods - Local Government Records Management Specialist; Simone Myree-Rofe - Records Management Program Specialist; Leslie Koziara - Local Government Records Management Trainer; Erin Whitesel-Jones - State Archives/Southwest Region; Sean Krier - State Archives/Southwest Region.

Guests Present: Patty Holmquist, Tony Adams, Greg Trosset, and Val Wood - King County; Tri Howard - Port of Tacoma; Kyle Stannert and Josh Zimmerman - City of Bellevue; Amy Cleveland - City of Olympia; Angie Madsen - Lynnwood Police Department.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

C. Approval of Minutes for January 29, 2009

Motion to adopt the January 29, 2009 minutes as provided: Cindy Evans; seconded by Jerry Handfield.

Resolution: Motion carried.

D. Adoption of March 26, 2009 Agenda

Motion to adopt the agenda as presented: Handfield; seconded by Evans.

Resolution: Motion carried.

II. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. Revised District and Municipal Courts Records Retention Schedule

Julie Woods reported that due to the significant number of duplicated records series in this records retention schedule, she consulted with Joe McGuire, President of District and Municipal Court Management Association. The proposed changes were approved by the Board at its March 12, 2009 meeting.

B. Revised Health Departments and Districts Records Retention Schedule

C. Revised Law Enforcement Records Retention Schedule

D. Revised Public Hospital Districts Records Retention Schedule

Evans commented that after reviewing the revision guides, she noticed that the majority of records series removed from the sector schedules (because they are covered in the *Local Government Common Records Retention Schedule (CORE)*) whose retention periods had changed - actually have *shorter* retention periods now. Local government agencies will not need to retain these particular records for as long a period as they did previously, which will reduce their storage space requirements.

Woods explained that the records series listed in the revisions guides are *only* those records series whose retention periods were *different* than the same series the *CORE*.

Handfield commented that Records Management was first designed to *simplify* the system of records retention, but that over the years it has become too complex. He declared that this simplification of records retention schedules – and accompanying online accessibility - will make it a lot easier for local government employees to manage their public records. Handfield commended Woods on her efforts to make “order out of chaos”, and Evans also welcomed the improved accuracy.

Motion to approve the four restructured records retention schedules (District and Municipal Courts; Health Departments and Districts; Law Enforcement; and, Public Hospital Districts) as presented: Evans; seconded by Handfield.

Resolution: Motion carried.

III. OTHER BUSINESS

A. Announcements from the State Archivist

Handfield shared that his father recently passed away, and he returned last night from the family home in Connecticut.

A member of the Washington State Coalition for Open Government (WSCOG) recently asked to attend a Records Management workshop relating to Public Disclosure. Because this is the first time a member of the public asked to attend training given by the Washington State Archives, Handfield reviewed RCW 40.14 – Powers and Duties of the State Archivist – and found no statutory requirement to educate or train the public – only state and local agencies. Handfield stated that he isn’t opposed to public attendance, and believes that the public benefits from knowing more about how WSA operates; future training modules and materials will be available to the public online. The WSCOG member will be allowed to attend, and Evans suggested setting ground rules for public attendees in order to prevent (inadvertent) disruptions to the planned training.

Tri Howard stated that Port of Tacoma often pays for private consultants and contractors to attend trainings on the Public Records Act. Evans questioned whether “our mission” is to train contractors and consultants, and whether public resources should be expended to train someone who will then charge public agencies.

Handfield stated that in the last days of the 2008 session, the legislature changed the laws affecting how the Digital Archives is supported, deciding that any money left over in the Digital Archives account would be transferred over to the Heritage Center project. They also approved

the transfer of an additional \$4 million from the local government archives account to take place June 30, 2009 for the Heritage Center. \$4 million is about what it takes to operate the local government Archives system for two years. Should this transfer take place, staff and services to assist local government agencies will be significantly impacted.

Local government officials got legislative support for House Bill 1374, which would prevent the transfer. Last week, the bill passed out of the House 96-0.

WSA has requested an increase in staffing at the Digital Archives (DA), gradually trying to expand the ability of the DA to take in records - especially digitized paper records (so that the originals can be destroyed and storage space reduced), but it appears that additional positions will not be approved this biennium.

The Library of Congress awarded an additional \$100,000 to WSA to expand our demonstration project which shows other states how they can establish their own digital archives. Nine states are currently involved, and the new award will allow the inclusion of an additional 10-15 states.

The Archives Oversight Committee met recently in Bellingham and is supporting House Bill 1374 because members realize that the Local Records Grant Program will virtually disappear if the \$4 million transfer occurs.

B. Update on Revision of Sector Schedules – Julie Woods

Woods announced that the Washington Association of School Business Officials (WASBO) Records Management Committee is thrilled that WSA will reformat the School Districts and Educational Service Districts Records Retention Schedule (SCHOOLS) so that it mirrors the other 10 local records retention schedules, both in structure and features (indexes, etc.) While there won't be any changes to records series, the new structure will allow for a better fit within the online database.

The top priority over the next month will be entering the four records retention schedules approved today into the online database, which currently includes:

Local Government Common Records Retention Schedule (CORE);
Local Government General Records Retention Schedule (LGRRS);
School Districts and Educational Service Districts Records Retention Schedule (SCHOOLS);

Russell Wood advised that the records retention revision timeframe may be impacted by potential budget cuts as staff adjust to cover vital services.

There are now 509 subscribers to the local government listserv, 68 new in the last two months. 34 of the 39 counties are represented, and Scott Sackett, our eastern Washington electronic records consultant, will be contacting representatives in Adams, Asotin, Columbia, Ferry and Garfield counties to promote the value of the listserv and solicit subscribers. Woods stated that her goal is to have a subscriber from all 2,500 local government agencies.

The revision strategy is being fine-tuned for the upcoming revision of the CORE, and progress is being made on the Information Management function. Wood and Woods will be working with subject matter experts at the Digital Archives as they draft the IT section, and will then consult with local government agency representatives to complete the revision process.

Wood will be speaking to the Municipal Research Services Center (MRSC) local government webmasters group about the Digital WAC and issues relating to blogs and twitter. WSA is putting advice together about social networking and public records and will provide written guidance soon. The webmasters group will be included in the revision of the IT section to ensure

that the records are accurately described and that the retention periods meet legal requirements and are feasible.

A public records request from was received from Andrew Kirsh on March 23, 2009. The requested records include, "...all Local Records Committee records related to the Seattle Department of Planning and Development (DPD) and its database of the scanned driver's licenses of DPD microfilm library users." This issue dates back to 2006 and relates to the LRC's approval of the destruction of the copies of the drivers' licenses. Staff is being guided by the agency's public disclosure officer to identify responsive documents; Evans asked that the request be e-mailed to Members. Woods will scan and e-mail the letter.

C. Demonstration of King County's Electronic Records Management System - Patty Holmquist

Greg Trosset gave a brief description of King County's 2-year, \$4.3 million electronic records management system (ERMS) project which was envisioned to provide a repository for county employees to help them manage, protect, and preserve the public records that they create, as well as to reduce costs around records storage, public disclosure, and discovery. A key goal was also to be able to apply retention requirements consistently across all county offices.

With a budget of \$4.3 million, phase one includes 2,000 employees and will be completed by the end of 2010. The first offices to use the system will be those whose records are covered by the CORE. King County is looking at ways to accelerate WSA's records retention schedule revision process so that updated records series can be added to their ERMS, which will allow additional eager offices, such as the Sheriff, to begin using the system.

Holmquist demonstrated the system, showing many features including how easily retention can be assigned to records, how well the system integrates with Microsoft Office, Internet Explorer and other common programs and formats, and the plethora of metadata that is retained.

IV. NEXT MEETING - May 28, 2009, 10:00 am, Washington State Archives, Olympia.

V. ADJOURNMENT

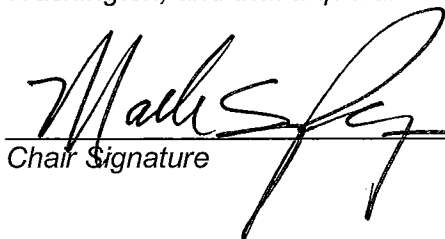
Motion to adjourn the meeting: Handfield; seconded by Evans.

Resolution: Motion carried.

The chair adjourned the meeting at 11:37 a.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on March 26, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.


Chair Signature

7/30/09
Date